

City of Tempe Community Services
Part-Time Temporary Employment Opportunity



NORTH TEMPE MULTI-GENERATIONAL CENTER
PROGRAM LEADER

- Opening Date:** May 1, 2021
- Closing Date:** Applications will be accepted until the needs of the City are met.
- Hourly Wage:** \$13.00 hour
- Hours:** Various shifts. Monday through Saturday from 11:00 a.m. to 8:00 p.m.
Schedule will vary from 10-20 hours per week.
- Minimum Qualifications:** Requires customer service experience and possess computer skills i.e. word, excel; and the equivalent to completion of the 12th grade.
- Provide customer service
 - Communicate clearly and concisely, both orally and in writing
 - Able to follow established policies and procedures
 - Able to understand and carry out oral and written directions
 - Able to establish and maintain cooperative working relationships with public, staff and facility partners.
 - Current First Aid/CPR/AED certification is required or ability to obtain with 90 days of hire
- Essential Job Functions:**
- Provide customer service
 - Supervise youth and adults while in the Library Resource Center
 - Serve the public by providing information concerning Library Resource Center programs and policies
 - Open/Close Library Resource Center
 - Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
 - Assist with facility projects
 - Attend monthly staff meetings

Submit Application to:
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85281
Phone: 480-858-6500
Fax: 480-858-6545
Email: rick_oliphant@tempe.gov

The City of Tempe is an equal opportunity/reasonable accommodation employer.